

DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE CONTRACT

Agency: Child and Family Services Agency (CFSA)  
Caption: Administrative Support Services  
Contractor: Valorie Gainer  
Proposed Contract No: DCRL-2019-Q-0140

FINDINGS

1. AUTHORIZATION:

PPRA 2010 §404; 27 DCMR §§1304, 1700, and 1701; and D.C. Official Code §2-354.04.

2. MINIMUM NEED:

The Government of the District of Columbia, Child and Family Services Agency (CFSA or Agency) has a need for administrative support services for functions related to the Grandparent Caregivers Program.

3. ESTIMATED FAIR AND REASONABLE PRICE:

NTE \$69,888.00

4. FACTS WHICH JUSTIFY A SOLE SOURCE CONTRACT:

The current contractor is the only entity capable of meeting the District's need during the proposed period of performance due to them having previously served as a consultant for the Grandparent Caregivers Program for more than eight (8) years and; the contractor is familiar with the requirements and CFSA's Grandparent Caregivers Program operations and will need no transition period or training.

The current contractor has exemplified stellar relationship building skills. As a result, the current contractor has established an excellent rapport with clients, community partners, vendors, program staff and CFSA. The contractor's knowledge and skills has helped to elevate and draw positive attention to the Grandparent Caregivers Program.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Matthews, Director  
Child and Family Services Agency

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, it is hereby determined that is not feasible or practical to invoke the competitive solicitation process under either §402 or §403 of the District of Columbia Procurement Practices Reform Act of 2010 (DC Law 18-37); D.C. Official Code §2-354.02 or §2-354.03). Accordingly, it is further determined that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer